

JOB OPPORTUNITY

Job Opportunity Bulletin: # 03-191

Final Filing Date: July 16, 2004 or Until Filled

Position:

Office Technician (Typing)

Salary:

\$2,510 - \$3,050

Location:

Facilities Development Division
1600 Ninth Street, Room 420
Sacramento, CA 95814

PENDING BUDGET APPROVAL

General Statement:

Under the direct supervision of the Staff Services Manager I, the incumbent will provide general office support for the Administrative Services Unit, Program, Policy and Operations Support Section, Facilities Development Division (FDD).

Duties:

- Assist with the coordination and organization of the Division's staff seminars, preparing audio/visual presentations, disseminating information to staff, negotiating contracts and pricing for goods, conference facilities and services needed for conducting seminars.
- Provide support including: typing letters, memos and reports; editing correspondence; maintaining files, making airline reservations and securing travel arrangements; processing travel expense claims and approved training requests; prepare weekly and monthly unit attendance and activity reports; maintaining expense claims and records.
- Screen and refer incoming calls and correspondence and refer to appropriate staff for action.
- Coordinate efforts with Personnel Transactions staff to monitor progress and status of Personnel paperwork and to ensure timely response and accurate processing.
- Process probation reports, notice of personnel action documents, merit salary adjustments, and individual development plans.
- Review approved overtime requests for accuracy, enter information into database, and report any discrepancies to management.

Desirable Qualifications:

- Good working knowledge of personal computers, including Windows 98 and Microsoft Office to include Word, Excel, Power Point, and Access.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent spelling, grammar, filing, and organization skills.
- Ability to handle multiple priorities and deadlines.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management staff, support staff, and the public.

Who May Apply:

Applications will be accepted from individuals currently in the above class or individuals who have list, transfer or reinstatement eligibility to this class. Appointment is subject to SROA/surplus policies. Only the most qualified candidates will be interviewed.

Interested parties should submit a State Examination and/or Employment Application, STD 678, and a resume to:

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

OSHPD - Facilities Development Division

Attention: Rikki Helmsin (Job #03-191)

1600 Ninth Street, Room 420

Sacramento, CA 95814

For further information contact Michelle Gray at (916) 654-1118.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

